

STATE OF WISCONSIN
CLASSIFICATION SPECIFICATION
RE-EMPLOYMENT SPECIALIST

I. INTRODUCTION

A. Purpose of This Classification Specification

This classification specification is the basic authority under Wisconsin Administrative Code ER 2.04 for making classification decisions relative to present and future professional positions located at the Department of Workforce Development, Division of Vocational Rehabilitation, which function as Re-employment Specialists. This classification specification is not intended to identify every duty that may be assigned to positions but is intended to serve as a framework for classification decision making in this occupational area.

Classification decisions must be based on the “best fit” of the duties within the existing classification structure. The “best fit” is determined by the majority (i.e., more than 50%) of the work assigned to and performed by the position when compared to the classification concepts and definition of this specification or through other methods of position analysis. Position analysis defines the nature and character of the work through the use of any or all of the following: definition statements; listing of areas of specialization; representative examples of work performed; allocation patterns of representative positions; job evaluation guide charts, standards, or factors; statements of inclusion and exclusion; license or certification requirements; and other such information necessary to facilitate the assignment of positions to the appropriate classification.

B. Inclusions

This classification encompasses professional, confidential positions located at the Department of Workforce Development, Division of Vocational Rehabilitation, which facilitate re-employment for State of Wisconsin employees. Positions allocated to this classification must meet the statutory definitions of professional employee and confidential, as defined in s. 111.81(13) and (7), Wis. Stats.

C. Exclusions

Excluded from this classification are the following types of positions:

1. Positions which do not meet the statutory definitions of professional employee and confidential, as defined in s. 111.81(15) and (7), as administered and interpreted by the Wisconsin Employment Relations Commission.
2. Positions which meet the statutory definitions of supervisor and management, as defined in s. 111.81(19) and (13), as administered and administered by the Wisconsin Employment Relations Commission.

3. Positions which provide direct vocational rehabilitation counseling services to persons who are not state employees for a majority of the time and are more appropriately classified as Vocational Rehabilitation Counselor.
5. Positions which provide employee assistance program services to state employees for a majority of the time and are more appropriately classified as Employee Assistance Specialist.
6. Positions which provide consultation and coordination for vocational rehabilitation programs and services for a majority of the time, and are more appropriately classified as Vocational Rehabilitation Specialist.
7. Positions which coordinate the provision of vocational rehabilitation services to individuals receiving workers' compensation through private vocational rehabilitation counselors for a majority of the time and are more appropriately classified as Worker's Compensation Rehabilitation Specialist.
8. All other positions which are more appropriately identified by other classification specifications.

D. Entrance Into This Classification

Entrance into this classification is typically by competitive examination.

II. DEFINITION

RE-EMPLOYMENT SPECIALIST

This is professional, confidential work related to the provision of re-employment and rehabilitation services for State of Wisconsin employees with work-related injuries or illness. Positions allocated to this classification review lost-time injuries to determine the need for re-employment or retraining, in consultation with the Department of Administration, Risk Management Unit; plan, develop, and recommend program elements and changes which will facilitate re-employment for the target population; manage a case load of injured state employees, working with workers' compensation coordinators and human resources managers throughout the State; consult with and coordinate vocational rehabilitation services utilizing the state network of Division of Vocational Rehabilitation offices; work with both union and management on individual cases and general program elements involving interpretation of contract language and negotiations with all parties on alternative courses of action and potentially sensitive/confidential information; maintain records to monitor program impact; and provide regular reports on activities and outcomes with the target population. Work is performed under general supervision.

III. QUALIFICATIONS

The qualifications required for these positions will be determined at the time of recruitment. Such determinations will be made based on an analysis of the goals and worker activities performed, and by an

identification of the education, training, work, or other life experience which would provide reasonable assurance that the knowledge and skills required upon appointment have been acquired.

IV. ADMINISTRATIVE INFORMATION

This classification was created effective October 6, 1994, and announced in Bulletin CC/SC-28, in order to describe professional, confidential positions which facilitate re-employment for State of Wisconsin employees. The specification was modified effective May 20, 2001, and announced in Bulletin CLR/SC-130, in order to reflect the transfer of the Division of Vocational Rehabilitation from the Department of Health and Family Services to the Department of Workforce Development. The classification was also placed in the broadband pay system at that time.

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